

## **“Hillsboro Helps” Program**

### **General Guidelines During a Public Health Emergency**

(March 20, 2020)

The City of Hillsboro recognizes the importance of giving back to the community outside of our daily roles and during times of significant need, such as a public health emergency. The City encourages employees to serve in the Hillsboro community or their community of residence, while still following all Oregon Health Authority health and safety precautions. This program applies to all full- and part-time non-represented employees and allows employees to provide service hours with City-approved non-profit organizations and/or similar organizations in their community of residence. The time can be coded as work time for regularly scheduled shifts utilizing the Hillsboro Helps payroll code(s). Here are the details of this program:

- All non-represented employees, including part-time and variable-hour employees, are allowed up to forty (40) hours of paid leave to participate in community service activities during the time of public emergency declaration to make up for missed work (i.e. regularly scheduled shifts). The time period during which this leave is available is at the discretion of the City Manager. Travel time will be considered part of the community service work.
- Community service work can be done in Hillsboro or the community of the employee's residence.
- Community service work should not be approved if it would result in overtime or compensatory time for an employee during a given pay period.
- Employees must request and receive approval from their Supervisor prior to engaging in community service opportunities. Approval will be considered on a case by case basis, taking into account the business needs of the department.
- Employees must be able to still follow all Oregon Health Authority safety and health guidelines/precautions during completion of their community service work.
- Some nonprofit organizations require background checks before someone is allowed to serve in their organization. City background checks may not be used as a valid background check for these organizations.
- The Human Resources Department will maintain a list of approved organizations that employees may serve with during their regular work hours. If an employee would like to serve with an organization that is not on the approved list, they may contact Human Resources to determine if it could be added. All approved organizations should provide

direct benefits or services to the Hillsboro community or another area community in which the employee resides.

- This program is a benefit to both City employees and to Oregon communities during times of public health emergencies. Employees that serve with community organizations are representatives of the City of Hillsboro and must maintain the City's core values at all times and abide by City policies during their community service work.

### **City of Hillsboro Core Values**

Excellence in Public Service  
Respect for Diverse Voices and Ideas  
Responsiveness in Customer Service  
Tradition of Reliability

Stewardship of the Public Trust  
Leadership with Ethics and Integrity  
Culture of Teamwork and Communication  
Emphasis on Innovation

## **Examples of Community Service Opportunities:**

- Centro Cultural [www.centrocultural.org](http://www.centrocultural.org)
- Friends of Trees [www.friendsoftrees.org](http://www.friendsoftrees.org)
- Hillsboro Library – Hillsboro Library Department
- Hillsboro Parks & Recreation – Hillsboro Parks & Recreation Department
- Hillsboro Fire – Random Acts <https://hfra.us/volunteer>
- Jackson Bottom Wetlands Reserve – Hillsboro Parks & Recreation Department
- HomePlate [www.homeplateyouth.org](http://www.homeplateyouth.org)
- SOLVE [www.solveoregon.org](http://www.solveoregon.org)
- Tuality Healthcare [www.tuality.org/tuality/index.php/careers/volunteer\\_opportunities](http://www.tuality.org/tuality/index.php/careers/volunteer_opportunities)
- Westside Habitat for Humanity [www.habitatwest.org/volunteer](http://www.habitatwest.org/volunteer)
- Hillsboro Senior Center – Hillsboro Parks & Recreation Department
- Meals on Wheels People [www.mealsonwheelspeople.org/how-you-can-help/volunteer](http://www.mealsonwheelspeople.org/how-you-can-help/volunteer)
- Community Action (Family Shelter, Family Resource Center) [www.caowash.org](http://www.caowash.org)
- Clean Water Services (Tree For All) [www.cleanwaterservices.org](http://www.cleanwaterservices.org)
- Oregon Food Bank [www.oregonfoodbank.org/Volunteer](http://www.oregonfoodbank.org/Volunteer)
- Rebuilding Together Washington County [www.togwc.org/howyoucanhelp/volunteer-opportunities](http://www.togwc.org/howyoucanhelp/volunteer-opportunities)
- Hillsboro Boys & Girls Club [bgcportland.org/volunteer](http://bgcportland.org/volunteer)
- Hillsboro Soccer Club <http://www.hillsborosoccer.org/home.php>
- Bienestar [www.bienestar-or.org/help/volunteer](http://www.bienestar-or.org/help/volunteer)
- American Red Cross [www.redcross.org/local/or/volunteer](http://www.redcross.org/local/or/volunteer)
- MDA – Fill the Boot – Hillsboro Fire Department
- Helping Hands [www.helpinghandspdx.com](http://www.helpinghandspdx.com)
- Friends of the Library
- Adelante Mujeres [www.adelantemujeres.org/volunteer](http://www.adelantemujeres.org/volunteer)
- SMART [www.getsmartoregon.org](http://www.getsmartoregon.org)
- Virginia Garcia Memorial Foundation [viriniagarcia.org/ways-to-help/volunteer](http://viriniagarcia.org/ways-to-help/volunteer)

- Influence Music Hall <http://influencemusichall.org/>
- Tualatin River Water Shed Council [www.trwc.org](http://www.trwc.org)
- Bonnie Hayes Small Animal Shelter [www.washingtoncountypets.com](http://www.washingtoncountypets.com)
- Easterseals <http://www.easterseals.com/oregon/our-programs/employment-training/latino-connection.html>
- Hillsboro Community Foundation [www.hillsborocommunityfoundation.org](http://www.hillsborocommunityfoundation.org)
- Library Foundation of Hillsboro [www.libraryfoundationhillsboro.org](http://www.libraryfoundationhillsboro.org)
- Project Homeless Connect Washington County [www.phcwashco.org/stories.html](http://www.phcwashco.org/stories.html)
- PAVE Paws Assisting Veterans [www.paveusa.org/volunteer/](http://www.paveusa.org/volunteer/)
- Hillsboro School District (not intended for volunteering with Employee's own child)
- Washington County Bicycle Transportation Coalition [Washington County Bicycle Transportation Coalition](http://WashingtonCountyBicycleTransportationCoalition.org)

Please contact the Human Resources team to submit suggestions of other nonprofit opportunities.

## Step 1

### Service Leave Request Form

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Name of nonprofit organization: \_\_\_\_\_

Nature of service work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time requested for community services work (*travel time included*)

**Use Pay Code 395 VOL SRVC HRS Full-Time Employees**

**Use Pay Code 396 VOL SRVC HRS Part-Time Employees**

2 hours \_\_\_\_ 4 hours \_\_\_\_ 6 hours \_\_\_\_ 8 hours \_\_\_\_

Dates and times requested during working hours: (*please be specific*)

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Approval may be provided via email)

## Step 2

### Confirmation of Community Services

*To be filled out by the nonprofit organization*

**Employee name:** \_\_\_\_\_

**Nonprofit organization:** \_\_\_\_\_

Date Volunteered: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Nature of Service Performed: \_\_\_\_\_

\_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 3

Forward the original Request and Confirmation form to the Human Resources Department for recording.